

TEC/WG
Training Topic Group Breakout Minutes
January 29, 2002

Introduction:

Ella McNeil, DOE/HQ, opened the meeting at 8:30am, noting that the Training Topic Group was wrapping up several activities which were started a couple of years ago. She began her overview of those activities by presenting a Certificate of Appreciation for dedication and hard work by 6 Training Topic Group members who were instrumental in accomplishing the WIPP/MERRTT merger. Those individuals are: Ron Macaluso, Mark Askey, Ken Keaton, Tom Clawson, Bill Craig and Dan Hoglund. Ella also expressed additional thanks to Ron Macaluso for continuing to push forward and pursue OSHA approval of the training.

Another major accomplishment, in coordination with the Communications Topic Group, was the finalization of the TEPP Fact Sheet. The fact sheet is now on the TEPP web site and available as a handout. Ella continued that DOE-HQ is going through a lot of changes including the elimination of contractor support. This has caused some glitches in the web site maintenance, however, the Decon Procedure and the Aiken-Barnwell exercise are now on the site.

Pre-Hospital Video

Following the showing of the video there was considerable discussion and positive comments about improvements made to the video. Comments, minor suggestions and 'fixes' include:

- One of the best done emergency response training videos ever seen. (*Steve Hermann*)
- Shipping paper talked types of activity and should be referring to amount of activity. (*Bill Craig*)
- Good training video, minor edit needed medically. Can a statement that 'techniques of medical response may vary due to state/local practice' be added? (*Walt Stoy*)
- Improvement over other efforts, narrative may want to add protection of probe during survey. Useful to quantify how much contaminant may be removed during gross decon – 90%. (*Fun Fong*)
- There is a mixed message. Video states that medical assistance takes precedence over radiological concerns but responders observe from 100 yards before going in. As a responder that sends a mixed message. Don't leave the victim bleeding while setting up a control zone. Respond within training and local protocols. State in a narrative that entry team is operations level and well trained. (*Bill Ruting*)
- Technique point, emergency responder is surveying under the foot with the probe. Water could be dripping from the foot. Don't turn the probe upside down. (*Tammy Ottmer*)
- From a medical point if there are walking wounded they may not need to go into the emergency room, but if they are unstable take them straight into the room. (*Fun Fong*)
- Add to the statements, which should be generic, that FEMA will set the count guidelines. (*Tom Hughes*)
- Easy fix would be to make statements that changes may be forthcoming, preload the beginning of the video with disclaimers. (*Walt Stoy*)
- Pleased to see that medical takes precedence. (*Fun Fong*)
- Either use bunker gear or don't but don't do it half way. Enforce throughout the training that rad is just another hazard. Teams should be shown going into the hot zone in sequence as that is the training point. (*Mark Askey/Mark Register*)

- Video is an adjunct to MERRTT, one group missing is the police. They are usually the first on scene and establish the perimeter. *(Bill Ruting)*
- May be opportunities for specific videos for specific elements such as inside the ambulance, police responsibilities, etc. *(Ken Keaton)*
- Could cover that early on in the narrative and reference sequence of events such as first on scene do, then emergency response does, and so on. *(Mark Askey)*
- At certain spots stop and add some narrative. *(Bill Ruting)*
- The video supplements the training and the instructor will bring up the specific points. *(Mark Register)*
- Video should also stand alone. *(Mark Askey)*
- Don't stop for too much narrative and cloud the video. How about an instructor guide to accompany the video to reemphasize points at start and end? *(Ken Keaton)*
- If we don't change a thing it is still a great video, but a few comments are offered up for inclusion within cost/time parameters. *(Walt Stoy)*

Following significant discussion and comment Ken Keaton summarized by stating the subcommittee will:

- create an instructor guide for the video
- delete the clip of surveying under the feet
- put disclaimers as visual subtitles up front (audio is the most expensive to fix)
- add a statement that 'methods vary from system to system, responders should consult their procedures and policies for their methods'.

Ella then asked for input regarding video title. Responses included:

- Patient Care at a Radiological Scene
- Initial Emergency Response at a Radiological Incident

It was determined that finalizing the title would be included in the Video User Guide comment process.

NFPA Standard 471, 472, 473:

We have been working with NFPA regarding changes to the standards relative to radioactive materials. Initially NFPA rejected the recommended changes as outside of the comment process. NFPA advised Ken to file a Tentative Interim Amendment (TIA) as a mechanism for NFPA to address comments after the official comment period closed. In addition, Ken had to find an NFPA member who would endorse the TIA. On February 15-16, 2002, NFPA is holding a special meeting to look at revisions following events of September 11, 2001. At that time they will look at the TIA. Ken will attend that meeting. If the TIA comments are not accepted then it will be 2005 before they can be included. The NFPA handbook has incorporated changes based on the comments as a first step in getting better information out, via reference and resource, but the TIA comment process through NFPA needs to be completed to revise the Standard.

Continuing Education Credits for MERRTT Training:

Mark Register has been working to obtain approval of Continuing Education Credits for MERRTT. South Carolina has adopted EMS CEUs for MERRTT. There are two elements in the approval process, assessing operations and recording. South Carolina has approved 9 credit hours (1/2 CEU per module, including 2 for medical). South Carolina is a national registry state and MERRTT fits well within those parameters.

Mark is currently discussing CEUs for MERRTT with other states and getting good reception. Florida, Georgia and North Carolina are interested in adding CEUs once the new MERRTT revision is out. The information is getting to fire personnel but Mark wants to get the training down to the EMS personnel who are more apt to take it seriously with CEUs attached. Mark will continue to pursue CEUs for MERRTT.

MERRTT/STEP Merger:

Version 2002 of both the Instructor and Student MERRTT CDs were passed out to topic group members. The student version will be used as a marketing tool for the training. Mark Askey reported that the subcommittee was able to start from a high level due to the Training Topic Group member input. Mark stressed that changes in the application of the new Instructor CDs include:

- System requirements are printed on the CD label
- Quicktime is no longer needed
- 2002 Versions now make it clear on how to exit the CD
- Instructors now have generic certificates of completion on the CD if they choose to not complete the full DOE program (*For official DOE Certificate of Completion –with all approval logos - Instructors send test results and attendance sheets to HAMMER*)
- The modules now reflect a title rather than just referencing a module number
- Modules are also grouped into Day 1 and Day 2 modules
- The test is based on the Day 1 modules which are grouped to meet the Land Withdrawal Act
- Day 2 modules are exercises and not tested on
- Print function has been improved and user may print all Day 1 or all Day 2 modules rather than printing each module separately
- The training is still intended to be instructor facilitated
- VuGraphs are intended to be instructor led guides and are listed by title of the module
- Video segments are embedded in the VuGraphs so an instructor can just click on the video (*Mark advised that to use them from the VuGraphs it would be wise to be hooked up to a separate Monitor*)
- The Summary is in a Question and Answer format rather than just listing review points
- Standard Powerpoint slides have been used and a template provided so local protocols or information can be added
- Tabletop was changed based on merger needs
- Practical exercise was unchanged

The video clips were reviewed and Mark provided a few comments regarding the Student Version including:

- Student version will be used as a marketing tool
- System requirements are the same as the Instructor version
- Looks similar to Instructor version
- Does not include instructor guides, manuals, tests or practical exercises
- Does not include tools for conduct of training
- There is a section where module summaries are provided as student guides
- VuGraphs are included
- Tabletop is included

In response to a question regarding adding the student version to the TEPP website and minimizing the number of steps to request a CD, it was determined that the TEPP Coordinators would continue to distribute the student version but inclusion on the website would be looked at.

Ella asked the Group if they felt they needed any further review of the CDs. Consensus was that they had been reviewed enough. Ella authorized Mark Askey to put them into production and provide to the TEPP Coordinators for distribution. Mark added that anyone wanting a copy of the Student version could access the TEPP website and request a copy through their TEPP Coordinator.

Some discussion ensued regarding how to get the word out that Version 2002 was available. It was suggested that a tear out form be developed and sent to various publications for advertising availability.

In answer to a question regarding WIPPs approval of the training, Ella explained that Ron Macaluso was appointed by Ralph Smith and funded by WIPP as their representative on the subcommittee. WIPP will be working to gain OSHA approval, thus allowing WIPP to begin using the merged training and continue to meet the Land Withdrawal Act. FEMA has also included MERRTT in their training materials and will be provided the revised versions. DOT is looking at the material.

A question was asked regarding the addition of a module to deal with terrorism directed at shipments. During follow-up discussions Ella indicated that a Rail Module, Tribal Module and Specialist Module were also being considered. Since MERRTT covers material types DOE expects to ship, we should not need campaign specific modules. Campaign specific information was available in reference materials such as fact sheets. Group members were interested in adding the reference materials and fact sheets to the CDs. Since the 2002 version is in production, the reference material would have to be added to the next version, however, web sites will be provided for access to the reference materials.

Cal Irvine, OTS, indicated that they had training materials which merged emergency management information with off-site shipment responsibility information. The materials are currently being used in corridor states. They also have computer-based training on the subject and an offer was made to provide that information to the MERRTT product. Cal agreed to work with Mark to complete a draft OTS module which will be provided to the Group for review.

Interest was expressed in a rail module and it was noted that though a rail course exists it has some duplication and may have to be revised.

ACTION ITEMS:

Pre-Hospital Video

Ken Keaton:

- create an instructor guide for the video (route to Group for comment)
 - include video title review
 - advise instructor regarding points to emphasize for particular groups
 - provide guidance for the instructor to describe the scenario at start of video
- delete the clip of surveying under the feet
- put disclaimers as visual subtitles up front (audio is the most expensive to fix)
- add a statement that 'methods vary from system to system, responders should consult their procedures and policies for their methods'
- schedule a final approval conference call
- close out the video

Mark Askey:

- determine if video will fit on a CD

Ella McNeil:

- coordinate with FEMA regarding substituting the new video for their old video and to see if they will do distribution

NFPA Standard 471, 472, 473:

Ken Keaton:

- Attend NFPA meeting February 15-16, 2002

CEUs CEHs for MERRTT

Mark Register:

- Continue to pursue continuing education credits for MERRTT (CECBEMS)
- Provide information on CEUs to Walt Stoy

MERRTT Version 2002

Ron Macaluso:

- Coordinate with Ella to schedule to hand carry MERRTT to OSHA and follow-through on OSHA approvals

Mark Askey:

- Provide web sites for reference materials (campaign fact sheets, web addresses, TEPP fact sheet and other learning aids)
- Work with Cal Irvine regarding a draft OTS Module (pending budget approval)
- Determine potential for putting MERRTT materials on web site (pending budget approval)

Ken Keaton:

- Work with Mark Register to explore advertising avenues in trade journals and other ways to get work of MERRTT availability out
- Coordinate with FEMA regarding possibility of putting student version out as an independent study and reference to take a web based test which would trigger a certificate

Ella McNeil:

- Coordinate with Gordon Veerman regarding advertising availability of CDs
- Develop cover letter to accompany distribution of CDs which includes information on website, TEPP Coordinators, TEPP Fact Sheet, and other learning aids
- Determine cadre of Instructors in each region qualified to provide Train-the-Trainers

Participants:

State and Tribal Members

Arizona	Aubrey Godwin
Colorado	Tammy Ottmer
Illinois	Bill Ruting
Iowa	Don Flater
Missouri	Thor Strong
New Mexico	Anne deLain Clark
Ohio	Shannon Dettmer
Pennsylvania	Tom Hughes, PEMA Walt Stoy, CCEMTP
Utah	Bill Craig
Louisiana	Mike Henry

Agency Members

FACEP	Fun Fong
DOE-HQ	Ella McNeil
DOE-AL	Cal Irvine
HAMMER	Mark Askey Tom Clawson
IAFF	Gordon Veerman
INEEL	Marsha Keister
SAIC	Beth Hale
ORAU	Dan Hoglund
SRS	Ken Keaton Mark Register
WIPP	Ron Macaluso
COHMED	Steve Herman